

Work ergonomics (Finland)

Last Updated by Nordics Knowledge Base Manager

Overview

This article provides information about work ergonomics and the support Capgemini provides regarding this for employees.

- Ergonomics at office
- Ergonomics at home
- Special ergonomic tools
- Quick tips

Details

Ergonomics at office

All Capgemini offices have electric/adjustable work desks with external monitors. If separate keyboard or a mouse is needed, those are also available for personal use. The office chairs have adjustment options. Everyone should adjust the desk and chair to suit themselves.

At Capgemini offices there are also Ergo Parks where employees can borrow other ergonomic equipment, f.ex. chairs, gym sticks, gym balls, balance boards and stand-up mats. After workday the equipment must be returned to ErgoPark.

Ergonomics at home

Employees are responsible to ensure that their workspace supports their well-being and enables efficient and safe working conditions when they aren't working from Capgemini office.

For employees working from home Capgemini provides work from home equipment (ergonomic chair and monitor). The work from home equipment is ordered via Service Central ([link](#)). Please find from the attached ppt guidelines on how to order yourself the work from home equipment.

Special ergonomic tools

If you need special ergonomic tools (mouse, keyboard, etc.) due to some symptoms or illness, contact Mehiläinen Occupational physiotherapist for referral and instructions.

For purchases, contact Kiti Ilola kiti.ilola@capgemini.com .

Quick tips

Follow these quick and easy ergonomic tips to decrease fatigue, discomfort and physical stress while also increasing comfort and productivity.

- Adjust the seat height so that the entire foot rests on the floor. Do not sit too low as it gives more strain on your back.
- Set the height of the backrest so that you feel a good lumbar support.
- Make sure that the weight of your arms is always supported. If your arms are not supported, it causes tension in the muscles of your neck and shoulders.
- Watch your head position and try to keep the weight of your head directly above its base of support (neck). Don't "crane" your head and neck forward.
- The monitor should be placed directly in front of you, with the top not higher than eye level.
- The keyboard should be directly in front of the monitor, so you don't have to frequently turn your head and neck.
- The keyboard and the mouse should close enough to prevent excessive reaching which strains the shoulders and arms.
- Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm's length away.
- Adjust the light so that the contrast between the monitor and the background becomes pleasurable.
- You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.
- Take a break with Cuckoo wellbeing application. Cuckoo motivates you to take active breaks during the workday and do other activities that promote healthy living. If you haven't registered yourself yet in the app, you can do it via these links: [Finnish link](#) / [English link](#)

Take stretch breaks with relaxation exercises for the neck and shoulders and remember to drink adequate water during the workday.

Keywords: ergonomic , ergonomics , ergonomic tools , physiotherapist , ErgoPark , work from home equipment , ergonomic chair , monitor , Cuckoo, ergonomia , työergonomia

Attachment

 [Employee_Equipment_User_Guide_Nordic.pptx](#)